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Communications

PUBLIC ADDRESS (PA) SYSTEM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction sets policy and provides guidance on the use, operation, maintenance, and procurement of fixed and portable public address (PA) system support on Vandenberg AFB. It applies to all Vandenberg AFB units that own or need support for PA systems. **Attachment 1** is a Glossary of References and Supporting Information.

SUMMARY OF REVISIONS

The revision of this publication is to meet the format standards required by the Air Force. No content material has changed. Some required format changes has been made to allow for the conversion process.

1. Responsibilities.

- 1.1. The Commander, 30th Communications Squadron (30 CS/CC):
 - 1.1.1. Approves all emergency PA support requirement.
 - 1.1.2. Approves PA support for non-profit, civic, and charitable organizations.
- 1.2. Radio Maintenance (DCI/MS) provides PA support according to this instruction.

2. PA Systems Support.

- 2.1. 30th Communications Squadron:
 - 2.1.1. Provides portable PA system support and technical assistance for procurement of PA systems.
 - 2.1.2. Provides portable PA support for official functions. Official events held at facilities having fixed systems normally will not be supported unless the systems are inadequate or inoperative. Functions involving non-profit, civic, charitable organization, major sporting activities, retirement

dinners, etc., will normally be supported by providing the requester with a portable system and instructions on how to set up and operate the system. Support to non-profit, civic, or charitable organizations is authorized when specifically approved by the 30 CS/CC. Support of profit-making organizations, such as Department of Defense contractors, is not authorized.

2.2. Radio Maintenance (DCI/MS) personnel will not be tasked to operate fixed PA systems, the exception will be the Sesto Auditorium and Vandenberg Center.

3. Customers Support Requirements.

3.1. The use of fixed PA systems will be coordinated through appropriate facility custodian.

3.2. Project officers or their designated representatives will submit 30 SW Form 748, **Request for Public Address System**, to Radio Maintenance (DCI/MS) at least two weeks prior to an event requiring PA support. Emergency requirements will be worked through the 30 CS/CC.

4. PA System Procurement . Units will fund and requisition all organizational PA systems, installation, and follow-on maintenance.

5. Technical Assistance. Radio Maintenance will advise those who wish to by new, fixed, or mobile PA systems, about suitable system, and identify sources to purchase equipment.

6. Operations and Maintenance Policy .

6.1. When requisitioning PA systems, each unit is responsible for maintenance support. The 30 CS does not have installation or maintenance responsibility for any fixed or portable system owned by any other organization on base.

6.2. Radio Maintenance can provide training to personnel assigned to units owning PA systems. Training is also provided to personnel planning to use portable PA systems on loan from the Radio Maintenance work center. Training includes power on and off procedures, system set up and break-down procedures, system adjustments, and basic troubleshooting procedures. Request training by contacting Radio Maintenance (DCI/MS).

7. Form Prescribed: 30 SW Form 748, **Request for Public Address System.**

LARRY L. WALKER, Lt Col, USAF
Commander, 30th Communications Squadron

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Terms

Fixed PA Systems—Fixed systems are permanently installed systems, like those in the Sesto Auditorium and the Vandenberg Center.

Portable PA Systems—Portable systems are easily transportable from one place to another to give support on a temporary basis.